

CRAVEN COUNTY, NORTH CAROLINA

Employment Vacancy Posting

POSITION: Accounting Technician III (Position #10-3)
LOCATION: Craven County Health Department
HIRING RANGE: \$32,395 - \$33,951
JOB TYPE: Full-time/Permanent/Non-Exempt
POSTING DATE: May 9, 2014
DATE AVAILABLE: Immediately
CLOSING DATE: Open Until Filled

ESSENTIAL JOB FUNCTIONS

This position will be responsible for reviewing, analyzing and coding diagnostic and procedural information that determines Medicaid, Medicare and private insurance payments. This higher level of responsibility requires this position to oversee all internal billers so they are using appropriate coding functions as outlined by State and Federal guidelines. The primary function of this position is to perform ICD-9, ICD-10 and CPT coding for reimbursement. This position promotes provider/patient continuity and the ability to optimize reimbursement. This position will ensure compliance with coding guidelines, third party reimbursement policies and government policies and procedures.

ADDITIONAL JOB FUNCTIONS

The position will be responsible for supervising the billing department. During stressful periods this position will be assigned to assist other accounting technicians within the billing unit.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from high school including or supplemented with basic courses in medical billing and bookkeeping or accounting and four years experience in medical billing or coding in a medical office; or an equivalent combination of education and experience. Graduation from a four-year college or university with a major in business administration may be substituted for the required experience; or a two-year degree in business administration or accounting from a community college or business college may be substituted for three of the four years experience. The incumbent should have an understanding of Excel and spread sheet design layout.

HOW TO APPLY

Contact the Division of Employment Security for an official NC State Application (PD107) or download the application from <http://www.oshr.nc.gov/jobs/general.htm>. Applicants must be registered at www.ncworks.gov prior to submitting an application. Resumes will not be accepted unless accompanied by a completed application. Apply to Division of Employment Security, 2836 Neuse Blvd, New Bern, NC 28560. Craven County Department contact for questions is Deborah Barmann at 252-636-4960.

Craven County is an Equal Opportunity Affirmative Action Employer.

